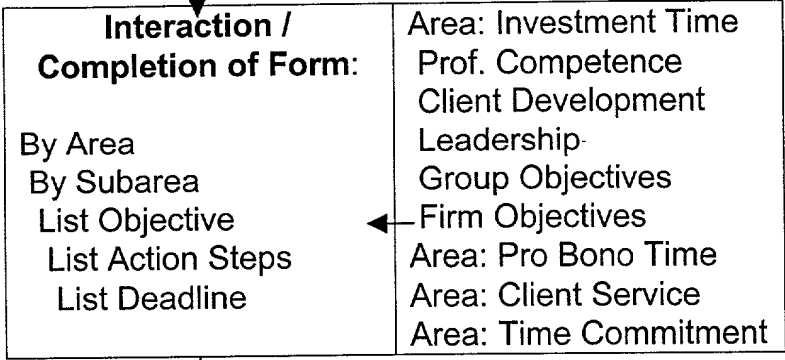


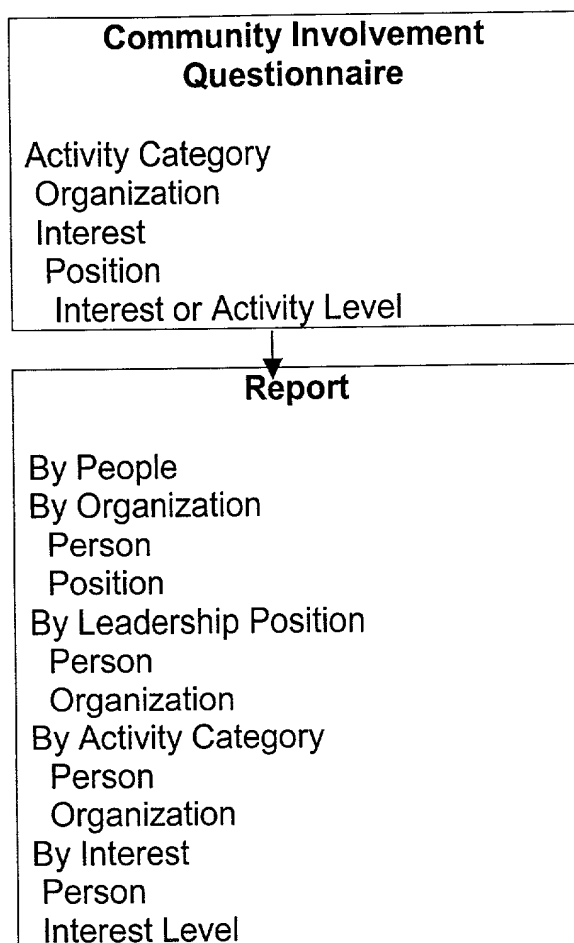
**FIG. 1**  
**MSR Process**

**Present Menu selected  
by Practice Group**



**Generate Plan:**  
  
By Area  
By Subarea  
List Objective  
List Action Steps  
List Deadline

**FIG. 2**  
**PDP Process**



**FIG. 3**

**Community Involvement**

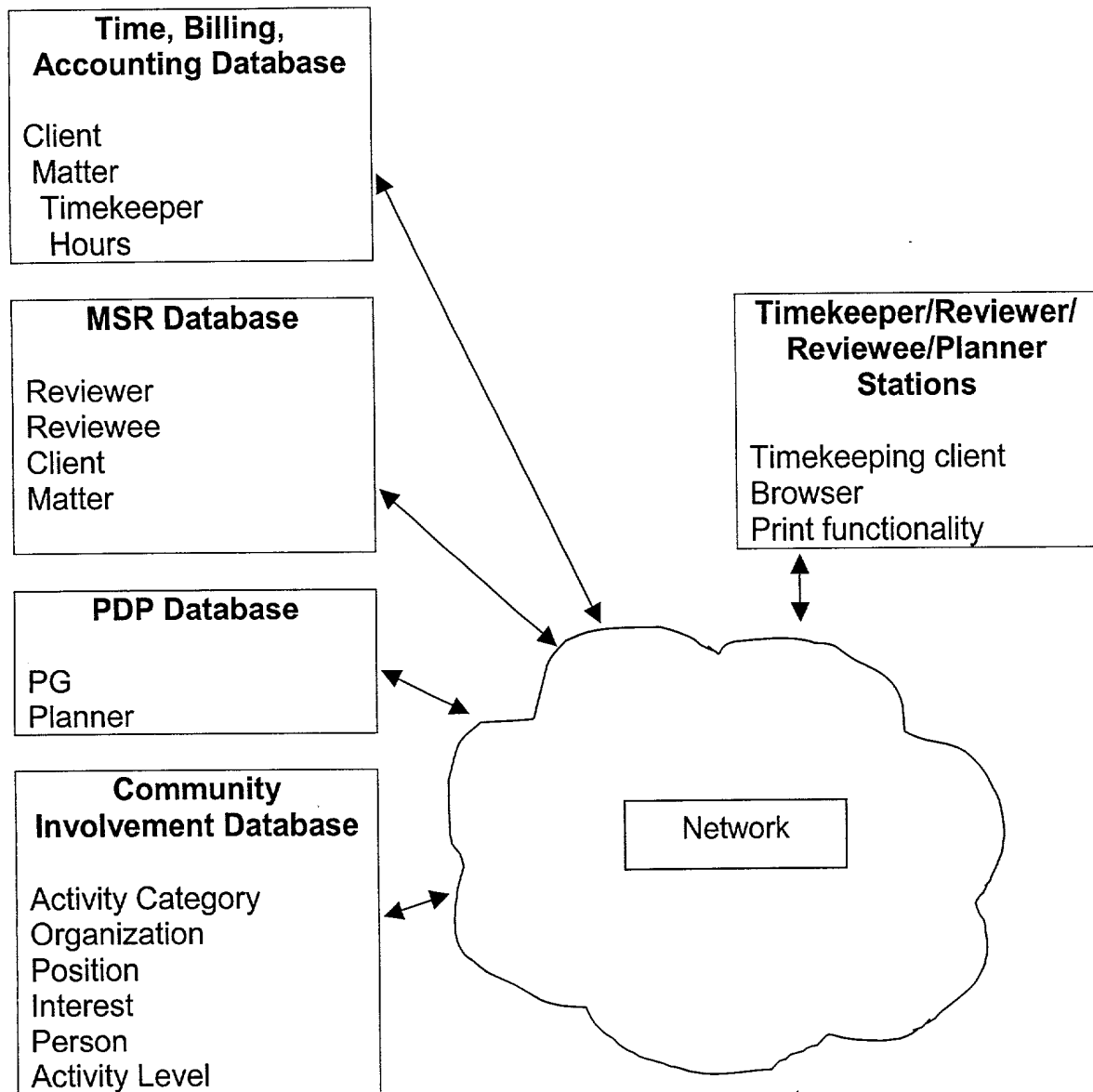


FIG. 4

## Management Supervision Review

Hello . If you were not supervised on **any** matters, click [Not Supervised](#) now.  
Otherwise, please read the following brief instructions.

- Please complete at least one review for each of the top three matters listed below by clicking on the "Begin a Review" button for each matter. If you were not supervised, please click the "Not Supervised" button.
- Please complete at least one review for each of two additional matters not listed in your top three matters below. Please do so from the Additional Matters section at the bottom of this page. All other billable and non-billable matters for which you recorded time are listed there.
- You may complete reviews for as many supervisors as needed per matter by saving each review as it is completed and beginning again from this page for that same matter.
- Duplicate Reviews: If your review on one matter is applicable to one or more of your other top three matters because you had the same supervisor for those other matters, you will be able to so indicate at the end of the completed review.
- Until the deadline, your saved reviews can be edited or printed by you by clicking on the Edit or Print Preview link for each completed review. From the edit page, you may do four things:
  1. Apply the review to other matters (create duplicate reviews) if you did not do so when initially completing the review.
  2. Revise your answers and comments on that review.
  3. Revise your answers and comments on that review and apply those revisions to the duplicate reviews already designated for other matters. This will not occur automatically.
  4. Delete the review for the selected matter only or for the selected matter and any or all duplicate reviews.

Thank you.

### Top 3 Billable Matters for Six Months Ending 7/31/00

Client Number/Name:	08530	LOWE'S COMPANIES, INC.
Matter Number/Name:	136622	ROME, GEORGIA ENVIRONMENTAL
Number of Hours:	277	
<a href="#">Begin a Review</a> or <a href="#">Not Supervised</a>		



## Management Supervision Review

Hello :

Please read the following brief instructions.

- Please complete at least one review for each of the top three matters listed below by clicking on the "Begin a Review" button for each matter. If you were not supervised, please click the "Not Supervised" button.
- Please complete at least one review for each of two additional matters not listed in your top three matters below. Please do so from the Additional Matters section at the bottom of this page. All other billable and non-billable matters for which you recorded time are listed there.
- You may complete reviews for as many supervisors as needed per matter by saving each review as it is completed and beginning again from this page for that same matter.
- Duplicate Reviews: If your review on one matter is applicable to one or more of your other top three matters because you had the same supervisor for those other matters, you will be able to so indicate at the end of the completed review.
- Until the deadline, your saved reviews can be edited or printed by you by clicking on the Edit or Print Preview link for each completed review. From the edit page, you may do four things:
  1. Apply the review to other matters (create duplicate reviews) if you did not do so when initially completing the review.
  2. Revise your answers and comments on that review.
  3. Revise your answers and comments on that review and apply those revisions to the duplicate reviews already designated for other matters. This will not occur automatically.
  4. Delete the review for the selected matter only or for the selected matter and any or all duplicate reviews.

Thank you.

---

### Top 3 Billable Matters for Six Months Ending 7/31/00

Client Number/Name:	08530	LOWE'S COMPANIES, INC
Matter Number/Name:	136622	ROME, GEORGIA ENVIRONMENTAL
Number of Hours:	277	
Completed Reviews:	<a href="#">Edit</a> <a href="#">Print Preview</a>	
<a href="#">Begin a Review</a>		

Client Number/Name:	C003Z	CAMP OIL COMPANY
Matter Number/Name:	194539	CORPORATE REORGANIZATION - 1999
Number of Hours:	121.7	
<input type="checkbox"/> <u>Begin a Review</u> or <input type="checkbox"/> <u>Not Supervised</u>		

Client Number/Name:	C1164	CITY OF ATLANTA ENVIRONMENTAL MATTERS
Matter Number/Name:	166252	ENFORCEMENT ACTION BY EPA/EPD
Number of Hours:	90.5	
<input type="checkbox"/> <u>Begin a Review</u> or <input type="checkbox"/> <u>Not Supervised</u>		

### Additional Matters

(This is not a substitute for any of the above matters.)

Please complete at least one review for each of two additional matters from the list below. If you would like to complete an optional review for any other billable or non-billable matter you worked on during this period, please select the matter from the list below.

Select Client Name/Matter Name (Hours) Below ☐

☐ Begin a Review

Matter Selection**Management Supervision Review**

Name:

Title: PRT

Six Months Ending: 7/31/00

Client Number/Name: 08530


LOWE'S COMPANIES, INC.

Matter Number/Name: 136622

ROME, GEORGIA ENVIRONMENTAL




Number of Hours: 277

Select Your Supervisor on this Matter:

Select Supervisor Below 

- Please rate your experience on a scale of 1 (strongly disagree) to 5 (strongly agree) by making the appropriate selection. Select n/a if the particular statement is not applicable in this instance.
- Please add any comments about each specific statement in the area provided. Although only two lines are visible, you may add as many lines of comments as needed. There also is space at the end of the review for general comments.
- You may edit and print the completed review from the Matter Selection page at any time.

Thank you very much.

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments: 						
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments: 						
3. Tasks were delegated in a timely fashion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments: 						

4. When tasks and projects were assigned to me, I was given true deadlines.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
5. Help was available when I needed to have questions answered.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
6. I received prompt feedback on my work, good or bad.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
7. I was kept informed of information needed to do my job properly.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
8. I had the freedom to make the appropriate decisions to do my work properly.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
9. I was encouraged to volunteer ideas and make suggestions.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						
10. The supervisor set very high standards for my performance.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
<div></div>						

FIG. 10

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
11. My work made good use of my knowledge and ability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
12. This project helped me learn and grow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
13. When appropriate, I was included beyond the scope of my project for learning purposes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
14. Team members were managed in a way that built trust and mutual respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
15. Support staff were available to assist me on this matter and their performance exceeded my expectations.						
a) Secretarial Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
b) Automated Support Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:						
<div></div>						
c) Other Staff, please specify in comments below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FIG. 11

Comments:

16. What could your supervisor have done differently to improve your experience?

17. Other comments?

**Duplicate Reviews:**

- If this review applies to any of the matters listed below (i.e., same supervisor and same experience), please so indicate by checking the checkbox. You may change this decision from the edit page at any time until the deadline.
- Please continue to the bottom of this page either to save or clear this review. This review will be saved for the matter at the top of this page and any other duplicate reviews selected.

<b>Client Number/Name:</b>	C003Z	CAMP OIL COMPANY
<b>Matter Number/Name:</b>	194539	CORPORATE REORGANIZATION - 1999
<b>Number of Hours:</b>	121.7	
<input type="checkbox"/> The above review should be saved for this matter also.		

<b>Client Number/Name:</b>	C1164	CITY OF ATLANTA ENVIRONMENTAL MATTERS
<b>Matter Number/Name:</b>	166252	ENFORCEMENT ACTION BY EPA/EPD
<b>Number of Hours:</b>	90.5	
<input type="checkbox"/> The above review should be saved for this matter also.		

You may edit a review at any time until the deadline.

**Save** **Clear**

[Matter Selection](#) [Print Preview](#)

## Edit Management Supervision Review

Name:

Title: PRT

Six Months Ending: 7/31/00

Client Number/Name: 08530 LOWE'S COMPANIES, INC.

Matter Number/Name: 136622 ROME, GEORGIA ENVIRONMENTAL

Number of Hours: 277

Your Supervisor on this Matter: \_\_\_\_\_

From this page, you may do four things:

1. Apply the review to other matters (create duplicate reviews) if you did not do so when initially completing the review.
2. Revise your answers and comments on this review.
3. Revise your answers and comments on this review and apply those revisions to the duplicate reviews already designated for other matters. This will not occur automatically.
4. Delete this review only or delete this review and any or all duplicate reviews.

1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments: Hal was very clear regarding the details of the task and when it ws due.						
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input checked="" type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
3. Tasks were delegated in a timely fashion.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						

4. When tasks and projects were assigned to me, I was given true deadlines.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
5. Help was available when I needed to have questions answered.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input checked="" type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
6. I received prompt feedback on my work, good or bad.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
Feedback was always given on each assignment.						
7. I was kept informed of information needed to do my job properly.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
8. I had the freedom to make the appropriate decisions to do my work properly.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	Strongly Agree 5 <input checked="" type="radio"/>
Comments:						
9. I was encouraged to volunteer ideas and make suggestions.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						
10. The supervisor set very high standards for my performance.	n/a <input type="radio"/>	Strongly Disagree 1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input checked="" type="radio"/>	Strongly Agree 5 <input type="radio"/>
Comments:						

FIG. 14

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
11. My work made good use of my knowledge and ability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
12. This project helped me learn and grow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
13. When appropriate, I was included beyond the scope of my project for learning purposes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5
14. Team members were managed in a way that built trust and mutual respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
15. Support staff were available to assist me on this matter and their performance exceeded my expectations.						
a) Secretarial Staff	<input type="radio"/>	Strongly Disagree 1	2	3	4	Strongly Agree 5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
b) Automated Support Staff	<input type="radio"/>	Strongly Disagree 1	2	3	4	Strongly Agree 5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
c) Other Staff, please specify in comments below	<input checked="" type="radio"/>	Strongly Disagree 1	2	3	4	Strongly Agree 5
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FIG. 15

Comments:

	16
--	----

16. What could your supervisor have done differently to improve your experience?

	17
--	----

17. Other comments?

	18
--	----

- If the revisions made above apply either to previously indicated duplicate reviews on other matters for this supervisor or to additional matters, please so indicate by checking the appropriate matter below.
- If you are deleting this review and wish to delete previously indicated duplicate reviews on other matters for this supervisor, please so indicate by checking the checkbox in the appropriate matter below.
- Please proceed to the bottom of the page either to save or delete this and any other designated reviews.

Client Number/Name:	C003Z	CAMP OIL COMPANY
Matter Number/Name:	194539	CORPORATE REORGANIZATION - 1999
Number of Hours:	121.7	
<input type="checkbox"/> The above review should be saved for this matter also.		

Client Number/Name:	C1164	CITY OF ATLANTA ENVIRONMENTAL MATTERS
Matter Number/Name:	166252	ENFORCEMENT ACTION BY EPA/EPD
Number of Hours:	90.5	
<input type="checkbox"/> The above review should be saved for this matter also.		

**Save** **Delete**

## Management Supervision Review Preview

[Matter Selection](#) [Update](#)

Name:

Title: PRT

Six Months Ending: 7/31/00

Client Number/Name: 08530

LOWE'S COMPANIES, INC.

Matter Number/Name: 136622

ROME, GEORGIA ENVIRONMENTAL

Number of Hours: 277

Your Supervisor on this Matter:

1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments: Hal was very clear regarding the details of the task and when it was due.						
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	n/a	Strongly Disagree 1	2	3 X	4	Strongly Agree 5
Comments:						
3. Tasks were delegated in a timely fashion.	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments:						
4. When tasks and projects were assigned to me, I was given true deadlines.	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments:						
5. Help was available when I needed to have questions answered.	n/a	Strongly Disagree 1	2 X	3	4	Strongly Agree 5
Comments:						
6. I received prompt feedback on my work, good or bad.	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments: Feedback was always given on each assignment.						
7. I was kept informed of information needed to do my job properly.	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments:						
8. I had the freedom to make the appropriate decisions to do my work properly.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5 X

Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
9. I was encouraged to volunteer ideas and make suggestions.						
Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
10. The supervisor set very high standards for my performance.						
Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
11. My work made good use of my knowledge and ability.						
Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
12. This project helped me learn and grow.						
Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
13. When appropriate, I was included beyond the scope of my project for learning purposes.						
Comments:						
	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
14. Team members were managed in a way that built trust and mutual respect.						
Comments:						
15. Support staff were available to assist me on this matter and their performance exceeded my expectations.						
a) Secretarial Staff	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments:						
b) Automated Support Staff	n/a	Strongly Disagree 1	2	3	4 X	Strongly Agree 5
Comments:						
c) Other Staff	n/a X	Strongly Disagree 1	2	3	4	Strongly Agree 5
Comments:						
16. What could your supervisor have done differently to improve your experience?						
17. Other comments?						

FIG. 18

## MSR Practice Group Coaching Reports

### Practice Group Summary Report

Six Months Ending:

Select individual Practice Group summary reports above or all Practice Groups summary report below.

All Practice Groups:

## MSR Reviewer Coaching Reports

### Reviewer Report

Six Months Ending:

---

### MSR Reviewers List

Six Months Ending:

---

### MSR Reviewers by Supervisor List

Six Months Ending:

## MSR Supervisor Coaching Reports

### Supervisor Report

Six Months Ending:

☐ Sanitized Version (No Reviewer Identities)

Downloaded from www.kilstock.ks/apps/adm/msrreport/search.asp

[Report Selection](#)

## MSR Practice Group Summary Report

Supervisors: Partners/Counsel  
 Group: TE  
 Six Months Ending: 1/31/00

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	3	0	0	2	16	52	73	3%
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	3	0	1	4	16	49	73	7%
3. Tasks were delegated in a timely fashion.	5	0	1	3	8	56	73	6%
4. When tasks and projects were assigned to me, I was given true deadlines.	7	0	1	3	7	55	73	6%
5. Help was available when I needed to have questions answered.	1	0	0	3	12	57	73	4%
6. I received prompt feedback on my work, good or bad.	1	0	0	12	6	54	73	17%
7. I was kept informed of information needed to do my job properly.	2	0	2	7	16	46	73	13%
8. I had the freedom to make the appropriate decisions to do my work properly.	6	0	2	3	15	47	73	7%

9. I was encouraged to volunteer ideas and make suggestions.	n/a 10	Strongly Disagree 1 0	2 2	3 7	4 4	Strongly Agree 5 50	Total Reviews 73	% Responses <= 3 (n/a omitted) 14%
10. The supervisor set very high standards for my performance.	n/a 4	Strongly Disagree 1 0	2 0	3 1	4 19	Strongly Agree 5 49	Total Reviews 73	% Responses <= 3 (n/a omitted) 1%
11. My work made good use of my knowledge and ability.	n/a 2	Strongly Disagree 1 0	2 4	3 2	4 16	Strongly Agree 5 49	Total Reviews 73	% Responses <= 3 (n/a omitted) 8%
12. This project helped me learn and grow.	n/a 6	Strongly Disagree 1 0	2 1	3 5	4 12	Strongly Agree 5 49	Total Reviews 73	% Responses <= 3 (n/a omitted) 9%
13. When appropriate, I was included beyond the scope of my project for learning purposes.	n/a 26	Strongly Disagree 1 0	2 2	3 7	4 11	Strongly Agree 5 27	Total Reviews 73	% Responses <= 3 (n/a omitted) 19%
14. Team members were managed in a way that built trust and mutual respect.	n/a 26	Strongly Disagree 1 0	2 2	3 1	4 7	Strongly Agree 5 37	Total Reviews 73	% Responses <= 3 (n/a omitted) 6%

Supervisors: Associates\*  
Group: TE  
Six Months Ending: 1/31/00

1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 3	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 3	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
3. Tasks were delegated in a timely fashion.	n/a 0	Strongly Disagree 1 0	2 0	3 1	4 3	Strongly Agree 5 3	Total Reviews 7	% Responses <= 3 (n/a omitted) 14%

FIG. 22

4. When tasks and projects were assigned to me, I was given true deadlines.	n/a 0	Strongly Disagree 1 0	2 0	3 1	4 3	Strongly Agree 5 3	Total Reviews 7	% Responses <= 3 (n/a omitted) 14%
5. Help was available when I needed to have questions answered.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 1	Strongly Agree 5 6	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
6. I received prompt feedback on my work, good or bad.	n/a 0	Strongly Disagree 1 0	2 0	3 2	4 1	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 29%
7. I was kept informed of information needed to do my job properly.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 3	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
8. I had the freedom to make the appropriate decisions to do my work properly.	n/a 1	Strongly Disagree 1 0	2 0	3 0	4 2	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
9. I was encouraged to volunteer ideas and make suggestions.	n/a 1	Strongly Disagree 1 0	2 0	3 1	4 1	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 17%
10. The supervisor set very high standards for my performance.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 3	Strongly Agree 5 4	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
11. My work made good use of my knowledge and ability.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 2	Strongly Agree 5 5	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
12. This project helped me learn and grow.	n/a 0	Strongly Disagree 1 0	2 0	3 0	4 2	Strongly Agree 5 5	Total Reviews 7	% Responses <= 3 (n/a omitted) 0%
13. When appropriate, I was included beyond the scope of my project for learning purposes.	n/a 1	Strongly Disagree 1 0	2 2	3 1	4 2	Strongly Agree 5 1	Total Reviews 7	% Responses <= 3 (n/a omitted) 50%

**FIG. 23**



[Report Selection](#)

## MSR All Practice Groups Summary Report

Supervisors: Partners/Counsel  
 Group: All Practice Groups  
 Through: 3/31/00

1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	33	4	33	148	375	780	1373	14%
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	49	5	24	125	367	803	1373	12%
3. Tasks were delegated in a timely fashion.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	76	6	32	141	411	707	1373	14%
4. When tasks and projects were assigned to me, I was given true deadlines.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	102	10	18	147	330	766	1373	14%
5. Help was available when I needed to have questions answered.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	23	3	24	142	365	816	1373	13%
6. I received prompt feedback on my work, good or bad.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	65	21	59	211	346	671	1373	22%
7. I was kept informed of information needed to do my job properly.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	66	10	50	175	403	669	1373	18%
8. I had the freedom to make the appropriate decisions to do my work properly.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	39	3	25	98	334	874	1373	9%

9. I was encouraged to volunteer ideas and make suggestions.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	78	5	18	96	234	942	1373	9%
10. The supervisor set very high standards for my performance.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	73	2	5	50	334	909	1373	4%
11. My work made good use of my knowledge and ability.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	22	6	30	131	402	782	1373	12%
12. This project helped me learn and grow.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	46	5	29	136	327	830	1373	13%
13. When appropriate, I was included beyond the scope of my project for learning purposes.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	373	20	54	153	248	525	1373	23%
14. Team members were managed in a way that built trust and mutual respect.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	280	9	34	106	294	650	1373	14%

Supervisors: Associates\*  
Group: All Practice Groups  
Through: 3/31/00

1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	1	1	8	19	62	123	214	13%
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	4	2	6	30	53	119	214	18%
3. Tasks were delegated in a timely fashion.	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
	2	1	5	28	59	119	214	16%

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
4. When tasks and projects were assigned to me, I was given true deadlines.	4	1	1	33	52	123	214	17%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
5. Help was available when I needed to have questions answered.	0	0	7	19	41	147	214	12%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
6. I received prompt feedback on my work, good or bad.	4	2	7	36	57	108	214	21%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
7. I was kept informed of information needed to do my job properly.	5	3	6	36	58	106	214	22%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
8. I had the freedom to make the appropriate decisions to do my work properly.	14	0	4	14	51	131	214	9%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
9. I was encouraged to volunteer ideas and make suggestions.	14	0	10	15	52	123	214	13%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
10. The supervisor set very high standards for my performance.	15	1	0	5	78	115	214	3%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
11. My work made good use of my knowledge and ability.	4	1	9	24	66	110	214	16%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
12. This project helped me learn and grow.	6	5	13	19	62	109	214	18%
	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
13. When appropriate, I was included beyond the scope of my project for learning purposes.	51	11	16	28	34	74	214	34%

FIG. 27

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
14. Team members were managed in a way that built trust and mutual respect.	42	5	3	17	47	100	214	15%

\*Includes supervising paralegals, if any

10/31/99 08/8/00

## MSR Practice Group Coaching Reports

### Practice Group Summary Report

Six Months Ending:

Select individual Practice Group summary reports above or all Practice Groups summary report below.

All Practice Groups:

## MSR Reviewer Coaching Reports

### Reviewer Report

Six Months Ending:

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### MSR Reviewers List

Six Months Ending:

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### MSR Reviewers by Supervisor List

Six Months Ending:

## MSR Supervisor Coaching Reports

### Supervisor Report

Six Months Ending:

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[Report Selection](#)
**Reviewer Report**

Six Months Ending: 1/31/00				
	Reviewer	Title	Group	Office
1	Bazar, Jason	ASC	TE	ATL
2	Davis, Marie	PRL	TE	WIN
3	Felentzer, Kelli	ASC	TE	ATL
4	Greer, Debbie	PRL	TE	WIN
5	Long, Mary	ASC	TE	ATL
6	Moxley, Marc	PRT	TE	WIN
7	Presson, Frances	PRL	TE	WIN
8	Richman, Derek	ASC	TE	ATL
9	Saret, Lew	ASC	TE	WSH
10	Schaefer, Janice	PRL	TE	WIN
11	Stogner, Kim	ASC	TE	WIN
12	Stout, John	ASC	TE	CHR
13	Toren, Barbara	PRL	TE	ATL
14	Tuttle, Marianne	PRL	TE	WIN
15	Upshaw, Raphaelita	PRL	TE	ATL
16	Veach, Drew	ASC	TE	WIN
17	Wagner, Ann	PRL	TE	RAL
18	Wisnowski, Debb	ASC	TE	WSH

## MSR Practice Group Coaching Reports

### Practice Group Summary Report

Six Months Ending:

Select individual Practice Group summary reports above or all Practice Groups summary report below.

All Practice Groups:

## MSR Reviewer Coaching Reports

### Reviewer Report

Six Months Ending:

---

### MSR Reviewers List

Six Months Ending:


---

### MSR Reviewers by Supervisor List

Six Months Ending:  

## MSR Supervisor Coaching Reports

### Supervisor Report

Six Months Ending:  

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Report Selection

## MSR Reviewer List


Reviewer Group: TE Six Months Ending: 1/31/00							
	Reviewer	Office	Title	Supervisor Information			
1	Bazar, Jason	ATL	ASC	Abrams, Hal Bransford, Alex Davis, Kim	ATL ATL ATL	PRT PRT PRT	TE TE TE
2	Davis, Marie	WIN	PRL	Craver, Penn	WIN	PRT	TE
3	Felentzer, Kelli	ATL	ASC	Abrams, Hal Davis, Kim Dayan, Scott Fowler, Lynn	ATL ATL ATL ATL	PRT PRT PRT PRT	TE TE TE TE
4	Greer, Debbie	WIN	PRL	Craver, Penn Edwards, Bob Vaughn, Bob	WIN WIN WIN	PRT PRT PRT	TE TE TE
5	Long, Mary	ATL	ASC	Abrams, Hal Davis, Kim Mason, Suzanne	ATL ATL ATL	PRT PRT PRT	TE TE TE
6	Moxley, Marc	WIN	PRT	Murphy, Frank	WIN	PRT	BT
7	Presson, Frances	WIN	PRL	Craver, Penn Edwards, Bob Ehlinger, Tim Petree, Bill Vaughn, Bob	WIN WIN WIN WIN WIN	PRT PRT PRT PRT PRT	TE TE TE FRM TE
8	Richman, Derek	ATL	ASC	Abrams, Hal Bransford, Alex Davis, Kim Fowler, Lynn	ATL ATL ATL ATL	PRT PRT PRT PRT	TE TE TE TE
9	Saret, Lew	WSH	ASC	Feuerstein, Ronald A.	WSH	PRT	TE
10	Schaefer, Janice	WIN	PRL	Hibbert, Carl Moxley, Marc Stogner, Kim Vaughn, Bob	RAL WIN WIN WIN	PRT PRT ASC PRT	TE TE TE TE
11	Stogner, Kim	WIN	ASC	Craver, Penn Lawyer, Jeff	WIN WIN	PRT PRT	TE TE
12	Stout, John	CHR	ASC	Whelpley, David	CHR	PRT	BT
13	Toren, Barbara	ATL	PRL	Abrams, Hal Mason, Suzanne	ATL ATL	PRT PRT	TE TE
14	Tuttle, Marianne	WIN	PRL	Ehlinger, Tim Moxley, Marc Stogner, Kim Vaughn, Bob	WIN WIN WIN WIN	PRT PRT ASC PRT	TE TE TE TE
15	Upshaw, Raphaelita	ATL	PRL	Bazar, Jason Davis, Kim Richman, Derek Toren, Barbara	ATL ATL ATL ATL	ASC PRT ASC PRL	TE TE TE TE
16	Veach, Drew	WIN	ASC	Humphrey, Dudley Moxley, Marc Vaughn, Bob	WIN WIN WIN	PRT PRT PRT	LT TE TE
17	Wagner, Ann	RAL	PRL	Hibbert, Carl	RAL	PRT	TE
18	Wisnowski, Debb	WSH	ASC	Feuerstein, Ronald A.	WSH	PRT	TE

## MSR Practice Group Coaching Reports

### Practice Group Summary Report


Six Months Ending:  

Select individual Practice Group summary reports above or all Practice Groups summary report below.

All Practice Groups:  


## MSR Reviewer Coaching Reports

### Reviewer Report

Six Months Ending:  

---

### MSR Reviewers List

Six Months Ending:  

---

### MSR Reviewers by Supervisor List

Select Practice Group - Six Months Ending Below 

## Build MSR Reviewers by Supervisor List

## MSR Supervisor Coaching Reports

## Supervisor Report

Select Practice Group - Six Months Ending Below

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## Build Supervisor Report

Clear

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CITY OF NEW YORK DEPT. OF CULTURE  
LIBRARY DIVISION

[Report Selection](#)**MSR Reviewers by Supervisor List**

Reviewer Group: TE      Six Months Ending: 1/31/00						
	Supervisor	Office	Title	Group	Reviewer Information	
1	Abrams, Hal	ATL	PRT	TE	Bazar, Jason Felentzer, Kelli Long, Mary Richman, Derek Toren, Barbara	ATL ASC ATL ASC ATL ASC ATL ASC ATL PRL
2	Bazar, Jason	ATL	ASC	TE	Upshaw, Raphaelita	ATL PRL
3	Bransford, Alex	ATL	PRT	TE	Bazar, Jason Richman, Derek	ATL ASC ATL ASC
4	Craver, Penn	WIN	PRT	TE	Davis, Marie Greer, Debbie Presson, Frances Stogner, Kim	WIN PRL WIN PRL WIN PRL WIN ASC
5	Davis, Kim	ATL	PRT	TE	Bazar, Jason Felentzer, Kelli Long, Mary Richman, Derek Upshaw, Raphaelita	ATL ASC ATL ASC ATL ASC ATL ASC ATL PRL
6	Dayan, Scott	ATL	PRT	TE	Felentzer, Kelli	ATL ASC
7	Edwards, Bob	WIN	PRT	TE	Greer, Debbie Presson, Frances	WIN PRL WIN PRL
8	Ehlinger, Tim	WIN	PRT	TE	Presson, Frances Tuttle, Marianne	WIN PRL WIN PRL
9	Feuerstein, Ronald A.	WSH	PRT	TE	Saret, Lew Wisnowski, Debb	WSH ASC WSH ASC
10	Fowler, Lynn	ATL	PRT	TE	Felentzer, Kelli Richman, Derek	ATL ASC ATL ASC
11	Hibbert, Carl	RAL	PRT	TE	Schaefer, Janice Wagner, Ann	WIN PRL RAL PRL
12	Humphrey, Dudley	WIN	PRT	LT	Veach, Drew	WIN ASC
13	Lawyer, Jeff	WIN	PRT	TE	Stogner, Kim	WIN ASC
14	Mason, Suzanne	ATL	PRT	TE	Long, Mary Toren, Barbara	ATL ASC ATL PRL
15	Moxley, Marc	WIN	PRT	TE	Schaefer, Janice Tuttle, Marianne Veach, Drew	WIN PRL WIN PRL WIN ASC
16	Murphy, Frank	WIN	PRT	BT	Moxley, Marc	WIN PRT
17	Petree, Bill	WIN	PRT	FRM	Presson, Frances	WIN PRL
18	Richman, Derek	ATL	ASC	TE	Upshaw, Raphaelita	ATL PRL
19	Stogner, Kim	WIN	ASC	TE	Schaefer, Janice Tuttle, Marianne	WIN PRL WIN PRL
20	Toren, Barbara	ATL	PRL	TE	Upshaw, Raphaelita	ATL PRL
21	Vaughn, Bob	WIN	PRT	TE	Greer, Debbie Presson, Frances Schaefer, Janice Tuttle, Marianne Veach, Drew	WIN PRL WIN PRL WIN PRL WIN PRL WIN ASC
22	Whelpley, David	CHR	PRT	BT	Stout, John	CHR ASC

## MSR Practice Group Coaching Reports

### Practice Group Summary Report

Six Months Ending:

Select individual Practice Group summary reports above or all Practice Groups summary report below.

All Practice Groups:

## MSR Reviewer Coaching Reports

### Reviewer Report

Six Months Ending:

---

### MSR Reviewers List

Six Months Ending:

---

### MSR Reviewers by Supervisor List

Six Months Ending: Select Practice Group - Six Months Ending Below

Build MSR Reviewers by Supervisor List Clear

## MSR Supervisor Coaching Reports

### Supervisor Report

Six Months Ending: Select Practice Group - Six Months Ending Below

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Build Supervisor Report Clear

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[Report Selection](#)

## Supervisor Report

Six Months Ending: 1/31/00				
	Supervisor	Title	Group	Office
1	Abrams, Hal	PRT	TE	ATL
2	Bazar, Jason	ASC	TE	ATL
3	Bransford, Alex	PRT	TE	ATL
4	Craver, Penn	PRT	TE	WIN
5	Davis, Kim	PRT	TE	ATL
6	Dayan, Scott	PRT	TE	ATL
7	Edwards, Bob	PRT	TE	WIN
8	Ehlinger, Tim	PRT	TE	WIN
9	Feuerstein, Ronald A.	PRT	TE	WSH
10	Fowler, Lynn	PRT	TE	ATL
11	Goldstein, Meg	PRT	TE	CHR
12	Greer, Debbie	PRL	TE	WIN
13	Hibbert, Carl	PRT	TE	RAL
14	Lawyer, Jeff	PRT	TE	WIN
15	Mason, Suzanne	PRT	TE	ATL
16	Moxley, Marc	PRT	TE	WIN
17	Richman, Derek	ASC	TE	ATL
18	Stogner, Kim	ASC	TE	WIN
19	Toren, Barbara	PRL	TE	ATL
20	Vaughn, Bob	PRT	TE	WIN

Report Selection

## MSR Supervisor Report

Supervisor:  
 Title: PRT  
 Group: TE  
 Six Months Ending: 1/31/00

Reviewers:  
 ASC TE ATL  
 ASC TE ATL  
 ASC TE ATL  
 ASC TE ATL  
 PRL TE ATL

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
1. When tasks and projects were assigned to me, I understood thoroughly what was expected of me.	1	0	0	2	0	6	9	25%
2. When tasks were assigned to me, I understood how they fit into the overall objectives for the project.	1	0	1	1	1	5	9	25%
Individual reviewer comments, if any:								
Reviewer: Rating: 2 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC. Matter: 184713 GENERAL - BEG. 1999								
Reviewer: Rating: 4 Client: P2850 PRESTIGE COMMUNICATIONS OF NC, INC. Matter: 195462 SALE OF SYSTEM								
3. Tasks were delegated in a timely fashion.	1	0	0	0	1	7	9	0%
4. When tasks and projects were assigned to me, I was given true deadlines.	1	0	0	0	1	7	9	0%
5. Help was available when I needed to have questions answered.	0	0	0	0	1	8	9	0%
Individual reviewer comments, if any:								

Reviewer:  
 Rating: 5  
 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC.  
 Matter: 184713 GENERAL - BEG. 1999

S.

Reviewer:  
 Rating: 5  
 Client: 37080 BARNES, ROY E. (MR. & MRS.)  
 Matter: 185130 ESTATE PLAN

e.

Reviewer:  
 Rating: 5  
 Client: R0073 RICHARDS, ROBERT P. (MR.)  
 Matter: 087828 ROBERT P. RICHARDS - ESTATE PLANNING

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses <= 3 (n/a omitted)
6. I received prompt feedback on my work, good or bad.	0	0	0	0	1	8	9	0%

Individual reviewer comments, if any:

Reviewer:  
 Rating: 4  
 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC.  
 Matter: 184713 GENERAL - BEG. 1999

Reviewer:  
 Rating: 5  
 Client: 37080 BARNES, ROY E. (MR. & MRS.)  
 Matter: 185130 ESTATE PLAN

Reviewer:  
 Rating: 5  
 Client: R0073 RICHARDS, ROBERT P. (MR.)  
 Matter: 087828 ROBERT P. RICHARDS - ESTATE PLANNING

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses <= 3 (n/a omitted)
7. I was kept informed of information needed to do my job properly.	0	0	1	0	0	8	9	11%

Individual reviewer comments, if any:

Reviewer:  
 Rating: 2  
 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC.  
 Matter: 184713 GENERAL - BEG. 1999  
 I was given information when something needed to be done I had very little idea what was going on prior to the time it happened.

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses <= 3 (n/a omitted)
8. I had the freedom to make the appropriate decisions to do my work properly.	0	0	0	1	1	7	9	11%

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses <= 3 (n/a omitted)
9. I was encouraged to volunteer ideas and make suggestions.	0	0	0	1	1	7	9	11%

Individual reviewer comments, if any:

Reviewer:  
 Rating: 5  
 Client: 37080 BARNES, ROY E. (MR & MRS.)  
 Matter: 185130 ESTATE PLAN

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
10. The supervisor set very high standards for my performance.	0	0	0	0	1	8	9	0%

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
11. My work made good use of my knowledge and ability.	0	0	1	0	1	7	9	11%

Individual reviewer comments, if any:

Reviewer:  
 Rating: 2  
 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC.  
 Matter: 184713 GENERAL - BEG. 1999

Reviewer: P  
 Rating: 4  
 Client: P2850 PRESTIGE COMMUNICATIONS OF NC, INC.  
 Matter: 195462 SALE OF SYSTEM

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
12. This project helped me learn and grow.	0	0	1	1	0	7	9	22%

Individual reviewer comments, if any:

Reviewer:  
 Rating: 2  
 Client: N1800 NATIONAL DISTRIBUTING COMPANY, INC.  
 Matter: 184713 GENERAL - BEG. 1999  
 I learned I do not want to do general corporate work.

Reviewer:  
 Rating: 3  
 Client: P2850 PRESTIGE COMMUNICATIONS OF NC, INC.  
 Matter: 195462 SALE OF SYSTEM  
 Again, this project clearly didn't help my growth as a tax attorney. It was, however, somewhat useful to be involved in such a large transaction and to assist in the negotiations over provisions in the agreements.

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
13. When appropriate, I was included beyond the scope of my project for learning purposes.	2	0	0	2	0	5	9	29%

	n/a	Strongly Disagree 1	2	3	4	Strongly Agree 5	Total Reviews	% Responses ≤ 3 (n/a omitted)
14. Team members were managed in a way that built trust and mutual respect.	0	0	0	0	1	8	9	0%

What could your supervisor have done differently to improve your experience?

Individual reviewer comments, if any:

FIG. 43

**Review:**  
**Client:** P2850 PRESTIGE COMMUNICATIONS OF NC, INC  
**Matter:** 195462 SALE OF SYSTEM

**Other comments?**

**Individual reviewer comments, if any:**

**Reviewer:**  
**Client:** P2850 PRESTIGE COMMUNICATIONS OF NC, INC.  
**Matter:** 195462 SALE OF SYSTEM

**Reviewer:**  
**Client:** 36324 ALTERMAN, ROSALIE H.  
**Matter:** 181533 ESTATE PLAN

**Reviewer:**  
**Client:** 39217 CARLOS, ANDREW C. (ESTATE)  
**Matter:** 195005 ADMINISTRATION  
Hal Abrams is the most supportive, kind and positive person that I have ever worked for.

**Reviewer:**  
**Client:** 35343 KELLEY, AUSTIN P. (ESTATE)  
**Matter:** 177143 ADMINISTRATION

**Reviewer:**  
**Client:** C0002 MCCARTY, (JOHN B.) MANAGEMENT TRUST  
**Matter:** 069226 GENERAL

Associate PDP 7/1/00 - 12/31/01

## Business Transactions

TO: DeLisa Alexander

FROM: Stan Blackburn

RE: Your Personal Development Plan

Welcome to the on-line Business Transactions Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Business Transactions Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Technical questions regarding the use of the template should be addressed to Kate Herring. Your coaches are:

Associates	Coaches
Alexander, DeLisa	O'Connell, Jim
Buchholz, Robert	Whelpley, David
Burden, Jared	Rutley, Dean
Cicchillo, Rich	Beasley, Jack
Davis Lux, Melinda	Drye, Mike
Eastman, Zack	Saidman, Gary
Gallagher, Sarah	Rahman, Pascale
Hairston, Tanya	Zakas, Dennis
Hallenbeck, Peter	Beasley, Jack
Hart, Michael	Cinnamon, Greg
Jones, David	Smith, Craig
Liu, Nancy	Cinnamon, Greg
Mitchell, Gray	Harper, Ted
Ostin, Mila	Zakas, Dennis
Perez-Eguarte, Luis	Pascual, Rey
Pflug, Mark	Whelpley, David
Phillips, Curt	Taylor, Kim
Pierce, Andrew	Steinberg, Jim
Porper, Dan	Steinberg, Jim
Prybylski, Mark	Esleeck, Robert
Shimizu, Kazu	Saidman, Gary
Thorpe, Jeff	Blackburn, Stan
Townsend, Scott	Mallard, Lynwood
Vissenberg, Ivo	Steinberg, Jim

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

### Section I. Investment Time

**Question 1** Professional Competence

**Question 2** Client Development

**Question 3** Leadership

**Question 4** Practice Group Objectives

**Question 5** Firm Objectives

### Section II. Pro Bono Time

**Question 6** Pro Bono

### Section III. Client Service (Billable)

**Question 7** Client Service

### Section IV. Your Hours Commitment

**Question 8** Your Hours Commitment

**PDP Overview**

## Associate PDP 7/1/00 - 12/31/01

## Employee Benefits

TO: Betsy Binder  
FROM: Steve Sacher

RE: Your Personal Development Plan

Welcome to the on-line Employee Benefits Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Employee Benefits Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

You coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Binder, Betsy	Levin, David
Choy, Sam	Stoffer, Sue
Holmes, Gene	Solley, Kathy
Schenk, Michael	Wheaton, Craig
Schumacher, Jennifer	Vesely, Bill
Sewell, Martha	Colbert, Lois

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

## Section I. Investment Time

**Question 1** Professional Competence

**Question 2** Client Development

**Question 3** Leadership

**Question 4**

## Section II. Pro Bono Time

**Question 6** Pro Bono

## Section III. Client Service (Billable)

**Question 7** Client Service

Practice Group Objectives

Section IV. Your Hours Commitment

Question 5 Firm Objectives

Question 8 Your Hours Commitment

PDP Overview

Print Preview

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**Associate PDP 7/1/00 - 12/31/01****Environmental**

TO: Chintan Amin

FROM: Rick Fay

RE: Your Personal Development Plan

Welcome to the on-line Environmental Associate Personal Development Plan (PDP) template. This on-line template covers the period July 1, 2000 through December 31, 2001. The personal development plan you worked on with your coach should be transferred to this on-line template, and expanded, to cover the full period. If the two are not compatible at a particular point, please let your coach know of the incompatibility and he will help you resolve the difference(s).

Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. As we discussed in April, the template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Environmental Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your on-line plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Atlanta	Kazmarek, Skip
DC	Hughes, Vance
NC	Berlin, Steve

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!****Personal Development Plan****Section I. Investment Time****Section II. Pro Bono Time****Question 1**

Professional Competence

**Question 6**

Pro Bono

**Question 2**

Client Development

**Section III. Client Service (Billable)****Question 3**

Leadership

**Question 7**

Client Service

**Question 4**



**Associate PDP 7/1/00 - 12/31/01****Finance Practice**

TO: Pete Dosik

FROM: Hil Jordan

RE: Your Personal Development Plan

Welcome to the on-line Finance Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Finance Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Behning, Lawrence	Pray, Frank
Dosik, Pete	Leonard, Corky
Durden, Drew	Leonard, Corky
Fuller, Nathan	Pray, Frank
Gambill, Art	Leonard, Corky
O'Connor, Daniel	Hahn, Bob
Owens, Kimberly	Hassan, Jamie
Robertson, Matt	Hassan, Jamie
Tricker, Dave	Biafore, Tom
Wadhwani, Tejal	Hahn, Bob
Walton, Cameron	Pray, Frank
Wilson, Isvara	Hahn, Bob

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!****Personal Development Plan****Section I. Investment Time****Section II. Pro Bono Time****Question 1**

Professional Competence

**Question 6**

Pro Bono

### Question 2

## Client Development

### Section III. Client Service (Billable)

### Question 3

## Leadership

### Question 72

## Client Service

### Question 4

## Practice Group Objectives

## Section IV. Your Hours Commitment

### Question 5

## Firm Objectives

### Question 8

## Your Hours Commitment

## PDP Overview

[illegible]

**Associate PDP 7/1/00 - 12/31/01**

## Financial Restructuring

TO: Paul Rosenblatt  
FROM: Dennis Meir

RE: Your Personal Development Plan

Welcome to the on-line Financial Restructuring Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Financial Restructuring Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Todd Myers will be your coach for the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000.

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

***Thanks!***

## Personal Development Plan

### Section I. Investment Time

[Question 1](#) Professional Competence

[Question 2](#) Client Development

[Question 3](#) Leadership

[Question 4](#) Practice Group Objectives

[Question 5](#) Firm Objectives

### Section II. Pro Bono Time

[Question 6](#) Pro Bono

### Section III. Client Service (Billable)

[Question 7](#) Client Service

### Section IV. Your Hours Commitment

[Question 8](#) Your Hours Commitment

[PDP Overview](#)

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## Associate PDP 7/1/00 - 12/31/01

## Health Care &amp; Regulated Industries

TO: Barry Alexander  
FROM: Noah Huffstetler

RE: Your Personal Development Plan

Welcome to the on-line Health Care Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) that will cover the period from July 1, 2000 through December 31, 2001. Your PDP will help you and us focus on your continued professional growth.

Among other things, the template contains the group's specific hours expectations regarding annual billable, pro bono, and investment time. As you know, the Firm recently established the minimum hours that are expected of associates in each of these three categories. With respect to billable hours, the minimum established by the Firm for associates with more than two years experience is 1800.

We are now being asked to let you know the number of billable hours that we expect you to work each year. As you may know, traditionally the Health Care group has been reluctant formally to establish billable hours requirements. Instead, the partners in the group believed that your goal as an associate should be to work hard and to perform top quality work for the Firm's clients. However, experience shows that those associates who are performing top quality work and are developing the legal skills that we expect have typically billed at least 1900 hours per year. Accordingly, you will see that the template states that our expectation is that associates with two or more years of experience bill 1900 hours per year. Those of you with less than two years of experience are expected to bill 1850 hours per year.

If you would like to review the Firm's partnership criteria while you are drafting your PDP, you can do so by clicking on the following link. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Atlanta	Street, Phillip
Charlotte	Essaye, Anne
Raleigh	Yarborough, Jan
Winston-Salem	Howington, Richard

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

## Section I. Investment Time

## Section II. Pro Bono Time

**Question 1** Professional Competence

**Question 6** Pro Bono

**Question 2**

Client Development

Section III. Client Service (Billable)

**Question 3**

Leadership

**Question 7**

Client Service

**Question 4**

Practice Group Objectives

Section IV. Your Hours Commitment

**Question 5**

Firm Objectives

**Question 8**

Your Hours Commitment

**PDP Overview**

**Print Preview**

10.03.00 09:00:00

**Associate PDP 7/1/00 - 12/31/01****Intellectual Property****TO:** Dawn-Marie Bey**FROM:** Bill Brewster**RE:** Your Personal Development Plan

Welcome to the on-line Intellectual Property Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Hopefully the PDP will help you focus on your continued professional growth in accordance with the Firm's Statement of Fundamentals. The template contains the hours expectations regarding annual billable, pro bono and investment time that the Intellectual Property Practice Group has developed for its associates. Although we have indicated 400 hours for Investment Time in the template, that number applies to third, fourth and fifth year associates. We are not able to show more than one number in the template, but our expectation of sixth and seventh year associates is 500 hours of Investment Time.

There are a lot of things that you will want to contemplate while completing your PDP, including your personal enjoyment of the practice, your career development, etc. Depending on your level of experience, and efforts to round out your development and training, you also may want to review the partnership criteria, which you can do by clicking on the following link. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Atlanta Patent	Russell, Dean
Atlanta Trademark	Bussert, Chris
DC	Godlewski, Ken
NC Patent	Calkins, Charles
NC Trademark	Enns, Rod

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

***Thanks!*****Personal Development Plan****Section I. Investment Time****Section II. Pro Bono Time****Question 1**

Professional Competence

**Question 6**

Pro Bono

**Question 2**

Client Development

**Section III. Client Service (Billable)****Question 3****Question 7**

Leadership

Client Service

Question 4 Practice Group Objectives

Section IV. Your Hours Commitment

Question 5 Firm Objectives

Question 8 Your Hours Commitment

PDP Overview

10/20/2003 10:30:00 AM

## Associate PDP 7/1/00 - 12/31/01

## Labor

TO: Brian Spainhour  
FROM: Diane Prucino

RE: Your Personal Development Plan

Welcome to the on-line Labor & Employment Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) that will cover the period from July 1, 2000 through December 31, 2001. Your PDP will help you and us focus on your continued professional growth.

Among other things, the template contains the group's specific hours expectations regarding annual billable, pro bono, and investment time. As you know, the Firm recently established the minimum hours that are expected of associates in each of these three categories. With respect to billable hours, the minimum established by the Firm for associates with more than two years experience is 1800.

We are now being asked to let you know the number of billable hours that we expect you to work each year. As you may know, traditionally the labor group has been reluctant formally to establish billable hours requirements. Instead, the partners in the group believed that your goal as an associate should be to work hard and to perform top quality work for the Firm's clients. However, experience shows that those associates who are performing top quality work and are developing the legal skills that we expect have typically billed at least 1900 hours per year. Accordingly, you will see that the template states that our expectation is that associates with two or more years of experience bill 1900 hours per year. Those of you with less than two years of experience are expected to bill 1850 hours per year.

If you would like to review the Firm's partnership criteria while you are drafting your PDP, you can do so by clicking on the following link. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Coursey, Sheri	Adelman, Amy
Byrd, Angela	Doherty, Lou
Goodson, Tricia	Doherty, Lou
Haderlein, Rob	Adelman, Amy
Layton, Amy	Culp, Marilyn
Lee, Tamila	Culp, Marilyn
Lindquist, Deanna	Culp, Marilyn
Pangborn, Susan	Sykes, G.P.
Piar, Dan	Sykes, G.P.
Pulliam, Kathy	Adelman, Amy
Reynolds, Amy	Culp, Marilyn
Rice, Chuck	Sykes, G.P.
Sawyer, Carolyn	Sykes, G.P.
Spainhour, Brian	Adelman, Amy
Turner Williams, Chaton	Culp, Marilyn
Walker, Amy	Sykes, G.P.

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

### Section I. Investment Time

**Question 1** Professional Competence

**Question 2** Client Development

**Question 3** Leadership

**Question 4** Practice Group Objectives

**Question 5** Firm Objectives

### Section II. Pro Bono Time

**Question 6** Pro Bono

### Section III. Client Service (Billable)

**Question 7** Client Service

### Section IV. Your Hours Commitment

**Question 8** Your Hours Commitment

**PDP Overview** **Print Preview**

## Associate PDP 7/1/00 - 12/31/01

### Litigation

TO: Brent Bean

FROM: Bill Boice

RE: Your Personal Development Plan

Welcome to the On-line Litigation Associate Personal Development Plan template. This template will help you develop a Personal Development Plan ("PDP") for the period from July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with the Firm's Statement of Fundamentals. The template itself contains the specific hours expectations and guidance regarding investment time that the Litigation Group has developed for its associates for the period from July 1, 2000 through December 31, 2001.

- I. Annual hours expectations: As an associate in the Litigation Group, you are expected to devote your efforts toward serving the Firm's clients through your billable time, developing your career as an attorney through investment time and serving the community through pro bono work.
  - A. Billable Hours: Traditionally, the Litigation Group has been reluctant to formally establish a billable hours requirement. The Partners in the Group believe your goals as an associate should be to work hard and perform top quality work for clients of the Firm. In the past, those associates who are performing top quality work and are developing their legal skills at a pace and in a manner consistent with what is expected of partnership candidates have billed 2,000 plus per year. Accordingly, since we continue to expect our associates to become partners, it is the Group's expectation that its associates bill 2,000 hours per year.
  - B. Investment time: Investment Time is the time you spend developing your career as an attorney. It is imperative that all lawyers at the Firm, partners and associates, continue to grow professionally. Thus, it is important that all of our associates begin devoting time to developing their careers. To this end, the Litigation Group expects that its associates will devote 400 hours per year to Investment Time.

The purpose of your PDP and your Investment Time Commitment is to plan and implement your professional development as a Kilpatrick Stockton lawyer. There are innumerable activities that are appropriate to be recorded as Investment Time (based on your level of seniority) including client development, bar activities, alumni committee activities, community leadership, participation in CLE presentations, developing a key legal specialty and participation in Firm and Group administration. Your coach is responsible for helping you determine what Investment Time activities are most appropriate for you. Please keep in mind that you also have an obligation to the Litigation Group to assist in helping the Group meet its goals and priorities. Thus, when developing your Investment Time plan, you should take into consideration the Group Priorities listed in Section II below.

The Investment Time requirement is not intended to be "one size fits all." The Group's goal is to get you in the habit of spending time on career development regardless of your seniority. The 400 hours requirement is not an absolute, but a goal. Furthermore, what is appropriate work as Investment Time will vary according to your level of seniority. First and second year associates should be busy learning the practice of law and thus, are not required to prepare Practice Development Plans; however, they are required to meet the Group's Investment Time expectations. More senior associates should focus on practice development, community leadership, etc. The Group expects you to work with your coach to develop an individualized plan for your Investment Time.

When developing your Investment Time plan, keep in mind the principles set forth in the Firm's Statement of Fundamentals. To review the Statement of Fundamentals, please see document No. 824414 in the Atlanta Library.

- C. Pro Bono: As attorneys, you are engaged in a service profession and the Partners in the Group believe it is important that lawyers in this Firm serve the community. Accordingly, the Group expects all Associates to devote 50 hours per year to pro bono work, in addition to meeting the billable hours and Investment Time requirements.

## II. Group Priorities:

- A. Develop a higher profile for the Firm and the Litigation Group in the local community and in the state courts, which may include involvement in the local and state bar associations, alumni committee activities and community and civic activities.
- B. Development of substantive subspecialties that either (1) distinguish the Litigation Group and its practice from our competitors, (2) fill gaps in our current areas of expertise, or (3) anticipate the future evolution of litigation practice.
- C. Development of a comprehensive training program for all Litigation associates, which may include participation in developing the Litigation Bootcamp, developing training materials appropriate for junior associates and preparation of seminars and training on areas of law that are particularly relevant to the Litigation Group's practice.
- D. Establish a framework for evaluating and testing new litigation technology such as software.
- E. Identify and target for hiring into the Litigation Group competent and highly motivated lawyers who are interested in being litigators, which can include participating in on-campus and in-office recruiting, evaluation of lateral candidates, acting as advisors to summer associates who are rotating through the Litigation Group, etc.
- F. Develop and expand the Group's current form and research files.

## III. Other:

While completing your PDP, please keep in mind the criteria we apply for partnership in the Firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

A coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. You will be provided with the name of your coach prior to June 7th.

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

### Section I. Investment Time

- Question 1** Professional Competence
- Question 2** Client Development
- Question 3** Leadership
- Question 4** Practice Group Objectives
- Question 5** Firm Objectives

### Section II. Pro Bono Time

- Question 6** Pro Bono

### Section III. Client Service (Billable)

- Question 7** Client Service

### Section IV. Your Hours Commitment

- Question 8** Your Hours Commitment

PDP Overview

PDP Overview

**Associate PDP 7/1/00 - 12/31/01****Real Estate**

TO: Christina Adams

FROM: Andy Kauss

RE: Your Personal Development Plan

Welcome to the on-line Real Estate Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Real Estate Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Evelyn Coats will be your coach for the development and performance of your PDP. Please contact your coach with any questions about how to proceed with your initial draft, and submit your initial draft to your coach by Wednesday, June 7, 2000. Your coach will work with you to finalize your plan by June 30, 2000.


Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!****Personal Development Plan****Section I. Investment Time**
 Professional Competence

 Client Development

 Leadership

 Practice Group Objectives

 Firm Objectives
**Section II. Pro Bono Time**
 Pro Bono
**Section III. Client Service (Billable)**
 Client Service
**Section IV. Your Hours Commitment**
 Your Hours Commitment

 PDP Overview

**Associate PDP 7/1/00 - 12/31/01****Securities & Franchising**

**TO:** Luis Aguilar  
**FROM:** David Stockton

**RE:** Your Personal Development Plan

Welcome to the on-line Securities & Franchising Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Securities & Franchising Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Araujo, Adam	Pascual, Rey
Boswinkle, Richard	Hale, Sheffield
Chance, Erin	Hale, Sheffield
Eaton, David	Eaddy, Randy
Falis, Neil	Pascual, Rey
Happer, Kirby	Verdonik, Jim
Heineman, Justin	Hale, Sheffield
Hooks, Stephanie	Eaddy, Randy
Matton, Chris	Verdonik, Jim
McDonnell, Glen	Hale, Sheffield
Moseley, Gail	Verdonik, Jim
Nichols, Alan	Eaddy, Randy
Parkey, Joseph	Hale, Sheffield
Rhodes, Kim	Eaddy, Randy
Ribka, Nicole	Hale, Sheffield
Rosselot, Alan	Eaddy, Randy
Silver, Joey	Eaddy, Randy
Skinner, Jeff	Pascual, Rey
Slone, Fred	Hale, Sheffield
Vetter, Greg	Verdonik, Jim
Wannamaker, Bruce	Eaddy, Randy
Yalcin, Miranda	Verdonik, Jim

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!**

## Personal Development Plan

### Section I. Investment Time

**Question 1** Professional Competence

**Question 2** Client Development

**Question 3** Leadership

**Question 4** Practice Group Objectives

**Question 5** Firm Objectives

### Section II. Pro Bono Time

**Question 6** Pro Bono

### Section III. Client Service (Billable)

**Question 7** Client Service

### Section IV. Your Hours Commitment

**Question 8** Your Hours Commitment

**PDP Overview**

Associate PDP 7/1/00 - 12/31/01

**Tax/Trusts & Estates**

TO: Jason Bazar

FROM: Penn Craver

RE: Your Personal Development Plan

Welcome to the on-line Tax/Trusts & Estates Associate Personal Development Plan template. Please use this template to prepare a Personal Development Plan (PDP) for the period July 1, 2000 through December 31, 2001. Your PDP will help you focus on your continued professional growth in accordance with our Statement of Fundamentals. The template contains the specific hours expectations regarding annual billable, pro bono and investment time that the Tax/Trusts & Estates Practice Group has developed for its associates.

While completing your PDP, please keep in mind the criteria we apply for partnership in our firm. You can click on the following link to review these criteria. [Partnership Criteria](#)

Your coach will help you with the development and ongoing implementation of your plan. The first draft of your plan is due Wednesday, June 7, 2000. Your coaches are:

Associates	Coaches
Atlanta and DC	Fowler, Lynn
NC	Ehlinger, Tim

Please click on "PDP Overview" to review the plan questions before getting started. You may click on any of the plan question buttons below to get started on your plan or to edit your existing plan.

**Thanks!****Personal Development Plan****Section I. Investment Time**
**Question 1** Professional Competence

**Question 2** Client Development

**Question 3** Leadership

**Question 4** Practice Group Objectives

**Question 5** Firm Objectives
**Section II. Pro Bono Time**
**Question 6** Pro Bono
**Section III. Client Service (Billable)**
**Question 7** Client Service
**Section IV. Your Hours Commitment**
**Question 8** Your Hours Commitment

Print Preview

**Associate Information:**

Name: Christina Adams

Practice Group: RE

Level:  Year Associate**Group Hours Expectations:**

Investment Time: 400

Pro Bono: 50

Billable: 2000

**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- To edit, insert cursor in text. To delete entire objective or an action step, check the delete box.

**Section I. INVESTMENT TIME**

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)

- Professional Competence** - How will you increase your competence as a lawyer? (Consider self study, CLE programs, business/leadership/management training and any specialty or industry you might target.)

OBJECTIVE #1:	<input type="text"/>		
Action Step 1:	<input type="text"/>		
	Deadline:	<input type="text"/>	AND / OR Recurring <input type="checkbox"/>
	Action:	<input type="text" value="Select Time"/>	<input type="checkbox"/>
Action Step 2:	<input type="text"/>		
	Deadline:	<input type="text"/>	AND / OR Recurring <input type="checkbox"/>
	Action:	<input type="text" value="Select Time"/>	<input type="checkbox"/>
Action Step 3:	<input type="text"/>		
	Deadline:	<input type="text"/>	AND / OR Recurring <input type="checkbox"/>
	Action:	<input type="text" value="Select Time"/>	<input type="checkbox"/>
OBJECTIVE #2:	<input type="text"/>		
Action Step 1:	<input type="text"/>		
	Deadline:	<input type="text"/>	AND / OR Recurring <input type="checkbox"/>
	Action:	<input type="text" value="Select Time"/>	<input type="checkbox"/>
Action Step 2:	<input type="text"/>		
	Deadline:	<input type="text"/>	AND / OR Recurring <input type="checkbox"/>
	Action:	<input type="text" value="Select Time"/>	<input type="checkbox"/>

Action:

Select Time

Action Step 3:

Deadline:

AND / OR

Recurring

Action:

Select Time

OBJECTIVE #3:

Action Step 1:

Deadline:

AND / OR

Recurring

Action:

Select Time

Action Step 2:

Deadline:

AND / OR

Recurring

Action:

Select Time

Action Step 3:

Deadline:

AND / OR

Recurring

Action:

Select Time

Page 1 of 8

Save and Proceed

<http://www.kilstock.ks/apps/rcr/associatepdp/pdp1.asp>

8/8/00

FIG. 69

**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.

**Section I. INVESTMENT TIME**

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)

2. **Client Development** - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)

**OBJECTIVE #1:**

**Action Step 1:**

Deadline:  AND / OR Recurring  
Action:  ☒

**Action Step 2:**

Deadline:  AND / OR Recurring  
Action:  ☒

**Action Step 3:**

Deadline:  AND / OR Recurring  
Action:  ☒

**OBJECTIVE #2:**

**Action Step 1:**

Deadline:  AND / OR Recurring  
Action:  ☒

**Action Step 2:**

Deadline:  AND / OR Recurring  
Action:  ☒

**Action Step 3:**

Deadline:  AND / OR Recurring  
Action:  ☒

OBJECTIVE

Action Step 1:

Deadline:

AND / OR Recurring

Action:  ☒

Action Step 2:

Deadline:

AND / OR Recurring

Action:  ☒

Action Step 3:

Deadline:

AND / OR Recurring

Action:  ☒

Page 2 of 8

**Save and Proceed**

**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.

**Section I. INVESTMENT TIME**

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)

3. **Leadership** - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)

OBJECTIVE #1: Action Step 1: Deadline:  AND / OR RecurringAction:  ☒Action Step 2: Deadline:  AND / OR RecurringAction:  ☒Action Step 3: Deadline:  AND / OR RecurringAction:  ☒OBJECTIVE #2: Action Step 1: Deadline:  AND / OR RecurringAction:  ☒Action Step 2: Deadline:  AND / OR RecurringAction:  ☒Action Step 3: Deadline:  AND / OR RecurringAction:  ☒

OBJECTIVE

Action Step 1:

Deadline:  AND / OR Recurring

Action:  ☒

Action Step 2:

Deadline:  AND / OR Recurring

Action:  ☒

Action Step 3:

Deadline:  AND / OR Recurring

Action:  ☒

Page 3 of 8

Save and Proceed

FIG. 73


**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.


**Section I. INVESTMENT TIME**

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)


4. **Practice Group** - Please select those objectives from your practice group priorities to which you plan to devote investment time.

OBJECTIVE #1:  


Action Step 1:


Deadline:  AND / OR Recurring Action:  

Action Step 2:


Deadline:  AND / OR Recurring Action:  

Action Step 3:


Deadline:  AND / OR Recurring Action:  

OBJECTIVE #2:  


Action Step 1:


Deadline:  AND / OR Recurring Action:  

Action Step 2:


Deadline:  AND / OR Recurring Action:  

Action Step 3:


Deadline:  AND / OR Recurring Action:  

OBJECTIVE #3:  


Action Step 1:

Deadline:  AND / OR Recurring Action:  

Action Step 2:

Deadline:  AND / OR Recurring Action:  

Action Step 3:



Debit: \_\_\_\_\_ AND / OR Recurring Acct: \_\_\_\_\_ Select Time \_\_\_\_\_

Page 4 of 8

**Save and Proceed**

<http://www.kilstock.ks/apps/rer/associatepdp/pdp4.asp>

8/8/00

FIG. 75


**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.


**Section I. INVESTMENT TIME**

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)


5. **Firm** - Please select those objectives from the firm priorities to which you plan to devote investment time.

OBJECTIVE #1:  


Action Step 1:

Deadline:  AND / OR Recurring Action:  


Action Step 2:

Deadline:  AND / OR Recurring Action:  


Action Step 3:

Deadline:  AND / OR Recurring Action:  


  

OBJECTIVE #2:  


Action Step 1:

Deadline:  AND / OR Recurring Action:  


Action Step 2:

Deadline:  AND / OR Recurring Action:  


Action Step 3:

Deadline:  AND / OR Recurring Action:  


  

OBJECTIVE #3:  


Action Step 1:

Deadline:  AND / OR Recurring Action:  

Action Step 2:

Deadline:  AND / OR Recurring Action:  

Action Step 3:



De: \_\_\_\_\_ AND / OR Recurring Act: \_\_\_\_\_ Select Time \_\_\_\_\_

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**Save and Proceed**

8/8/00 06:54:00

**INSTRUCTIONS**

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.

**Section II. PRO BONO TIME****6. What pro bono services will you provide and to whom?**

OBJECTIVE #1:

Action Step 1:

Deadline:  AND / OR Recurring  
Action:  ☒

Action Step 2:

Deadline:  AND / OR Recurring  
Action:  ☒

Action Step 3:

Deadline:  AND / OR Recurring  
Action:  ☒

OBJECTIVE #2:

Action Step 1:

Deadline:  AND / OR Recurring  
Action:  ☒

Action Step 2:

Deadline:  AND / OR Recurring  
Action:  ☒

Action Step 3:

Deadline:  AND / OR Recurring  
Action:  ☒

OBJECTIVE #3:

Action Step 1:

Deadline:  , AND / OR Recurring

Action:  ☒

Action Step 2:

Deadline:  AND / OR Recurring

Action:  ☒

Action Step 3:

Deadline:  AND / OR Recurring

Action:  ☒

Page 6 of 8

Save and Proceed

## INSTRUCTIONS

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.

## Section III. CLIENT SERVICE (BILLABLE)

7. Client Service - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)

OBJECTIVE #1:

Action Step 1:

Deadline:  AND / OR Recurring ☐

Action:  ☐

Action Step 2:

Deadline:  AND / OR Recurring ☐

Action:  ☐

Action Step 3:

Deadline:  AND / OR Recurring ☐

Action:  ☐

OBJECTIVE #2:

Action Step 1:

Deadline:  AND / OR Recurring ☐

Action:  ☐

Action Step 2:

Deadline:  AND / OR Recurring ☐

Action:  ☐

Action Step 3:

Deadline:  AND / OR Recurring ☐

Action:  ☐

OBJECTIVE #3:

Action Step 1:

Deadline:  AND / OR Recurring

Action:  ☒

Action Step 2:

Deadline:  AND / OR Recurring

Action:  ☒

Action Step 3:

Deadline:  AND / OR Recurring

Action:  ☒

Page 7 of 8

Save and Proceed

## Section IV. YOUR HOURS COMMITMENT

8. Considering your group's hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

Please note: Community service is not addressed in this template to avoid duplication with that on-line database. However, community service is considered part of your PDP. Please include expected community time in your Investment Time total. Your coach will have a report that shows your current community service activities and your interests for purposes of your PDP discussion.

Your Hours Commitment	Group's Hours Expectations
Investment Time: <input type="text"/>	Investment Time: 400
Pro Bono: <input type="text"/>	Pro Bono: 50
Billable: <input type="text"/>	Billable: 2000
Click Here to Total: <input type="text"/>	Total: 2450

### INSTRUCTIONS

- Please write objectives that are narrowly focused and specific.
- To save input, you must click on the "Save" button at the bottom of the page.
- To return directly to the home page without saving, click the "PDP Home" button in the top left hand corner.
- Editing instructions will appear here in an existing plan.

#### Section I. INVESTMENT TIME

(Note that Community Activity is not addressed to avoid duplication with that on-line database.)

1. Professional Competence - How will you increase your competence as a lawyer? (Consider self study, CLE programs, business/leadership/management training and any specialty or industry you might target.)
2. Client Development - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)
3. Leadership - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)
4. Practice Group - Please select those objectives from your practice group priorities to which you plan to devote investment time.
5. Firm - Please select those objectives from the firm priorities to which you plan to devote investment time.

#### Section II. PRO BONO TIME

6. What pro bono services will you provide and to whom?

#### Section III. CLIENT SERVICE (BILLABLE)

7. Client Service - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)

#### Section IV. YOUR HOURS COMMITMENT

8. Considering your growth, hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

Please note: Community service is not addressed in this template to avoid duplication with that on-line database. However, community service is considered part of your PDP. Please include expected community time in your Investment Time total. Your coach will have a report that shows your current community service activities and your interests for purposes of your PDP discussion.

Investment Time  
Pro Bono Time  
Billable Time  
Total

12.000" 06.000" 06.000"

Associate Information

Name: Jared Burden

Practice Group: Business Transactions

Level Year: 8

**Associate PDP Summary of Jared Burden**

**Section I. INVESTMENT TIME**

1. **Professional Competence** - How will you increase your competence as a lawyer? (Consider self study, CLE programs, business/leadership/management training and any specialty or industry you might target.)

Jared Burden

No response has been provided for this question.

2. **Client Development** - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)

Jared Burden

No response has been provided for this question.

3. **Leadership** - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)

Jared Burden

No response has been provided for this question.

4. **Practice Group** - Please select those objectives from your practice group priorities to which you plan to devote investment time.

Jared Burden

No response has been provided for this question.

5. Firm - Please select those objectives from the firm priorities to which you plan to devote investment time.

Jared Burden

No response has been provided for this question.

## Section II. PRO BONO TIME

6. What pro bono services will you provide and to whom?

Jared Burden

No response has been provided for this question.

## Section III. CLIENT SERVICE (BILLABLE)

7. Client Service - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)

Jared Burden

No response has been provided for this question.

## Section III. YOUR HOURS COMMITMENT

8. Considering your group's hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

Jared Burden

Group's Hours Expectations		Your Hours Commitment	
Investment Time	400	Investment Time	600
Pro Bono		Pro Bono	75
Billable		Billable	2200

**List of community organization(s) & leadership position(s) of Jared Burden**

Community Organization(s)	Leadership Position(s)
1 Northern Virginia Technology Council	N/A

[Edit Community Involvement Questionnaire](#)

## Associate PDP Coach Reports

### Report 1: Individual Associate PDP and Community Involvement Detail

Associate:  Period Ending:

### Report 2: View Multiple Responses to a PDP Question

Please select only one question to return all responses to that question. To further define the participant responses on your report, please select from the additional, optional criteria below. To create the report, please click on "Generate Report" at the bottom of the page.

Office Location:  Years Of Service:  Period Ending:

- ☐ 1 Professional Competence - How will you increase your competence as a lawyer? (Consider self study, CLE programs, business/leadership/management training and any specialty or industry you might target.)
- ☐ 2 Client Development - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)
- ☐ 3 Leadership - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)
- ☐ 4 Practice Group - Please select those objectives from your practice group priorities to which you plan to devote investment time.
- ☐ 5 Firm - Please select those objectives from the firm priorities to which you plan to devote investment time.
- ☐ 6 What pro bono services will you provide and to whom?
- ☐ 7 Client Service - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)
- ☐ 8 Considering your group's hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

**Associate Information****Name: Monica Bengtsson****Practice Group: Litigation****Level Year: 7****Associate PDP Summary of Monica Bengtsson****Section I. INVESTMENT TIME**

1. **Professional Competence** - How will you increase your competence as a lawyer? (Consider self study, CLE programs, business/leadership/management training and any specialty or industry you might target.)

▶ **Objective # 1**

fdsgfdgdfsgdsfgdgdgfd

**Action Step(s)**

1. 2435b hgdfh

**Deadline / Recurring Actions**

9/2/00 - Monthly

2. **Client Development** - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)

No response has been provided for this question.

3. **Leadership** - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)

No response has been provided for this question.

4. **Practice Group** - Please select those objectives from your practice group priorities to which you plan to devote investment time.

No response has been provided for this question.

5. **Firm** - Please select those objectives from the firm priorities to which you plan to devote investment time.

No response has been provided for this question.

## Section II. PRO BONO TIME

6. What pro bono services will you provide and to whom?

No response has been provided for this question.

## Section III. CLIENT SERVICE (BILLABLE)

7. **Client Service** - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)

No response has been provided for this question.

## Section III. YOUR HOURS COMMITMENT

8. Considering your group's hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

Group's Hours Expectations		Associate's Hours Commitment
Investment Time	400	Investment Time
Pro Bono	50	Pro Bono
Billable	2000	Billable

2. Client Development - What actions will you take to increase the work flow from existing clients and to gain work from new clients? (Consider clients for whom you are now performing work, other clients of the firm, industries in which you have developed expertise and contacts you have in the community.)

Name:  Practice Group: LT Office: ATL Years of Service: 4

▶ Objective # 1

To provide a quality work product for clients

Action Step(s)

Deadline / Recurring Actions

- |   |          |
|---|----------|
| 1. Learn good practice habits from partners | 12/31/00 |
|---|----------|

▶ Objective # 2

To maintain and foster client relationships after completing projects

Action Step(s)

Deadline / Recurring Actions

- |  |          |
|--|----------|
| 1. Call clients periodically for lunch                                   | 12/31/00 |
| 2. Mail holiday and special event cards                                  | 12/31/00 |
| 3. Update clients on changes in the law that may affect their businesses | 12/31/00 |

▶ Objective # 3

To make new contacts within in the Emory and Atlanta community

Action Step(s)

Deadline / Recurring Actions

- |   |          |
|---|----------|
| 1. Attend more alumni events at Emory                             | 8/1/00   |
| 2. Participate in more local government and charitable activities | 12/31/00 |
| 3. Become more involved in the State Bar                          | 6/1/01   |

3. **Leadership** - How will you increase your skills as a leader/manager? (Consider how you will train, mentor and supervise others and create teams. What might others need from you?)

Name: Practice Group: LT Office: ATL Years of Service: 4

► **Objective # 1**

To develop effective leadership skills

**Action Step(s)**

**Deadline / Recurring Actions**

- |   |          |
|---|----------|
| 1. Observe partners   | 12/31/00 |
| 2. Read current articles and books on effective leadership principles | 12/31/01 |

4. **Practice Group** - Please select those objectives from your practice group priorities to which you plan to devote investment time.

Name: Practice Group: LT Office: ATL Years of Service: 4

▶ Objective # 1

**Action Step(s)**

**Deadline / Recurring Actions**

- |   |          |
|---|----------|
| 1. Continue to recruit summer associates to LT by being actively involved in the summer program | 12/31/00 |
| 2. Continue to review writing assignments for summer associates                                 | 8/15/00  |

▶ Objective # 2

**Action Step(s)**

**Deadline / Recurring Actions**

- |                                   |          |
|-----------------------------------|----------|
| 1. Continue to interview students | 12/31/00 |
|-----------------------------------|----------|

▶ Objective # 3

Stay tuned. Objectives will be listed soon.

**Action Step(s)**

**Deadline / Recurring Actions**

- |  |          |
|--|----------|
| 1. Become more actively involved in local government | 12/31/01 |
|--|----------|

5. **Firm** - Please select those objectives from the firm priorities to which you plan to devote investment time.

Name: : Practice Group: LT Office: ATL Years of Service: 4

► **Objective # 1**

Entry-Level Recruiting

**Action Step(s)**

**Deadline / Recurring Actions**

1. Continue to interview students and actively participate in the summer program

12/31/00

10.128.0.164

**Section II. PRO BONO TIME**

6. What pro bono services will you provide and to whom?

Name: Practice Group: LT Office: ATL Years of Service: 4

► **Objective # 1**

Continue to represent Ethiopian clients in their efforts to denaturalize Kelbessa Negewo

**Action Step(s)**

**Deadline / Recurring Actions**

1. Act as liason with the Immigration and Naturalization Service

12/31/00

## Section III. CLIENT SERVICE (BILLABLE)

7. Client Service - Which clients do you expect to serve? Which services (kind of work) do you expect to perform? What actions will you take to enhance the value of your services to our clients? (Consider how you will work on teams.)

Name: : Practice Group: LT Office: ATL Years of Service: 4

## ▶ Objective # 1

Serve clients who need representation in construction disputes

## Action Step(s)

1. Continue to work with the construction subgroup

Deadline / Recurring Actions

12/31/00

## ▶ Objective # 2

Serve clients who need representation in securities disputes

## Action Step(s)

- 1 Continue to work with Steve Hudson

Deadline / Recurring Actions

12/31/00

**Section III. YOUR HOURS COMMITMENT**

8. Considering your group's hours expectations and current needs, and your particular skills and circumstances, please indicate your proposed allocation of time below.

Name: Practice Group: **Litigation** Office: **Atlanta** Year Of Service: **4**

Group's Hours Expectations		Associate's Hours Commitment	
Investment Time	400	Investment Time	400
Pro Bono	50	Pro Bono	90
Billable	2000	Billable	2000

7/1/00 12/31/01

## Partnership Criteria

**KILPATRICK STOCKTON LLP**

Attorneys at Law  
Suite 2800  
1100 Peachtree Street  
Atlanta, Georgia 30309-4530  
Telephone: 404.815.6500  
Facsimile: 404.815.6555  
Web site: [www.kilstock.com](http://www.kilstock.com)

### Memorandum

#### PRIVILEGED AND CONFIDENTIAL

##### I. Income Partner Criteria

The following criteria apply for the status of non-equity, or income, partner:

- A. Competence and reliability: Demonstrated ability to assume primary responsibility for and carry out to the client's satisfaction, important legal matters (as shown through internal attorney review and client comments).
- B. Potential for generating important, meaningful, profitable work or, if not, proven record of either of the following: (a) critical role in servicing existing client needs or (b) a law firm mission-critical legal specialty.
- C. Demonstrated positive effect on causing business to flow from existing clients.
- D. Demonstrated productivity. Factors which may be considered are: (1) nature and number of hours billed [if below 1800 (or pro-rated for reduced hours lawyers) for last three years, there must be a compelling reason or a prior arrangement with the Firm]; (2) realization rate; and (3) profitability.
- E. Teamwork and management:
  - 1. Ability to cooperate and function on effective client service teams.
  - 2. Ability to train and supervise others and delegate effectively to others.
  - 3. Adherence to Firm values, including continued professional growth and development.
- F. Unqualified reputation for veracity and integrity in dealings with others.
- G. Record of participation in the community, the bar, and/or at the Firm.
- H. Flexibility -- a willingness and ability to move into new practice areas if and when required.

##### II. Equity Partner Criteria

The following criteria apply for the status of equity partner:

- A. Competence and reliability: Demonstrated ability to assume primary responsibility for, carry out to the client's satisfaction, and manage others in carrying out important legal matters (as shown through internal attorney review and client comments).
- B. One of the following: (1) record of generating important, meaningful, profitable work for the candidate and at least one associate; (2) critical role in servicing existing client needs or (3) a law firm mission-critical legal specialty.
- C. Demonstrated ability to expand business from existing clients.
- D. Consistent record of productivity: Factors which may be considered are (1) nature and number of hours billed [if below 1800 (or pro-rated for reduced hours lawyers) for last three years, there must be a compelling reason or a prior arrangement with the Firm]; (2) realization rate; (3) profitability; and (4) supervising, billing and collection credits.
- E. Teamwork and management: Record of
  - 1. Cooperating and functioning on, building, and leading effective client service teams.
  - 2. Training and supervising others and delegating effectively to others.
  - 3. Adherence to Firm values, including continued professional growth and development.
- F. Unqualified reputation for veracity and integrity in dealings with others.

- G. Record of leadership in the community, the bar, and/or at the Firm.
- H. Flexibility -- a willingness and ability to move into new practice areas if and when required.

FIG. 99

## Community Involvement

### Principle:

- Each lawyer's Personal Development Plan must include a commitment of billable time and investment (non-billable) time. Minimum hours expected include time devoted to participation in the community in accordance with a Personal Development Plan.

### Menu:

[Questionnaire](#)

### Quick Search:

- Find organization(s) of lawyer:
- Find lawyers who are members of:
- Find lawyers by leadership position:
- Find lawyers who are interested in:
- Find interest(s) of lawyer:

## Community Involvement Questionnaire

1. Please select from below the community organization(s) in which you are currently involved and the leadership position(s) you hold, if applicable. *You may enter up to 15 new organization-position(s) records every time you update this questionnaire.*

Listed below is your existing organization-position(s) information.

- If the organization-position(s) information is no longer accurate, you may delete it by checking the appropriate checkbox.
- If you previously supplied only organization information, you may add position information by Ctrl+Clicking to select multiple positions from the current Positions list, if applicable.
- To update existing organization-position information, including changing leadership positions from current to former, delete the existing information by checking the appropriate checkbox and move to the next section to add updated information.
- Save the updated information by clicking the "Save and Proceed" button at the end of this page.

Current Organization(s)	Current Position(s)	Delete
ADL Civil Rights Committee	Advisor	<input type="checkbox"/>
	Board Member	<input type="checkbox"/>
American Arbitration Association	Board Member	<input type="checkbox"/>
American Bankruptcy Institute	Advisor	<input type="checkbox"/>

To enter new organization-position(s) information below:

- Select the organization name from the Organizations list on the left.
- Ctrl+Click each position you hold to select multiple positions from the Positions list on the right, if applicable.
- Save the new information by clicking the "Save and Proceed" button at the end of this page.

If you are involved in an organization or hold a position that does not appear in the lists below, please [click here to send us the new information](#). We will add the organizations or positions to the lists.


Organization

Select Organization 

Position(s)


Select Leadership Position(s)

Advisor  
Board Member

Select Organization 

Select Leadership Position(s)

Advisor  
Board Member

Select Organization 

Select Leadership Position(s)

Advisor  
Board Member

Downloaded from www.ascelibrary.org

Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member
Select Organization	Select Leadership Position(s) Advisor Board Member

Save and Proceed    Reset

FIG. 102

## Questionnaire Continued

2. Please rank how interested you are in becoming involved in an organization focused on the following issues. You may enter up to 15 new categories of activity-interest level records every time you update this questionnaire.

Listed below is your existing category of activity-interest level information.

- If the information is no longer accurate, you may delete it by checking the appropriate checkbox.
- To update existing category of activity-interest level information, please delete the existing information by checking the appropriate checkbox and move to the next section to add updated information.
- Save the updated information by clicking the "Save and Proceed" button at the end of this page.

## Current Categories of Activities

Adoption

State Bar Activities

## Interest Levels

Extremely

Moderately

## Delete

☐☐

To enter new category-interest level information below:

- Select the category from the Category of Activities list on the left.
- Select your level of interest from the Interest Level list on the right.
- Save the new information by clicking the "Save and Proceed" button at the end of this page.

If you are interested in a category that does not appear in the list below, please [click here to send us the new information](#). We will be glad to add the information to the list.

## Category of Activities









## Interest Level

Select Category of Community Activity	▼
Select Category of Community Activity	▼
Select Category of Community Activity	▼
Select Category of Community Activity	▼
Select Category of Community Activity	▼
Select Category of Community Activity	▼
Select Category of Community Activity	▼

Select Interest Level	▼
Select Interest Level	▼
Select Interest Level	▼
Select Interest Level	▼
Select Interest Level	▼
Select Interest Level	▼
Select Interest Level	▼

Save and Proceed	Reset
------------------	-------

FIG. 104

[Questionnaire Home](#)

## Questionnaire Continued

We are notified via e-mail of your responses to Questions 3-6 below. Therefore, every time you update this page, you will not see your prior responses to these questions. Please update these questions as the need arises.

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3. Are you currently involved in any community organization(s) in which you would like someone else from the Firm to become involved? If so, Ctrl+Click to select each organization below.

ADL Civil Rights Committee  
American Arbitration Association  
American Bankruptcy Institute

4. Please list any project(s) or organization(s) not previously mentioned in which you would like to become involved.

5. Please list any community organization(s) in which you think a lawyer from the Firm should participate.

6. Please list any organization(s) in which you have held a leadership position(s) in the past and note the position.

## Community Involvement Search

■ Find organization(s) of lawyer:

Select Lawyer Name  


■ Find lawyers who are members of:

Select Community Organization  

■ Find lawyers by leadership position:

Select Leadership Position  

■ Find lawyers who are interested in:

Select Category of Community Activity  

■ Find interest(s) of lawyers:

Select Lawyer Name  

Search

## Quick Search Results

List of organization(s) in which :

Organization Name	Leadership Position(s)
1 American Bar Association	Member
2 American College of Tax Counsel	Member
3 American Jewish Committee	Board Member Committee Member Trustee
4 Atlanta Bar Association	Member
5 Atlanta Estate Planning Council	Organization Past President
6 Atlanta Tax Forum	Organization Past President
7 Jewish Federation of Greater Atlanta	Board Member Committee Member
8 Lawyers Club of Atlanta	Member
9 Louis H. Moss Memorial Trust	Trustee
10 Ronald McDonald House	Member
11 Southern Federal Tax Institute	Board Member Organization Past President
12 State Bar of Georgia	Past Section Chairman
13 University of Michigan	Committee Member

## Quick Search Results

List of lawyer(s) who are members of 10th Judicial District Bar.

Lawyer Name	Leadership Position(s)
1	Member
2	N/A

10/10/2000 10:00 AM

**Quick Search Results**

List of attorney(s) and their organization(s) who hold the leadership position of Adjunct Faculty Member.

Attorney Name	Organization
1	Wake Forest School of Law
2	Emory University School Of Law
3	University of Virginia
4	State Bar of Georgia
5	American Arbitration Association
6	Atlanta Bar Association State Bar of Georgia
7	West End Boy's Club

**Search**

## Quick Search Results

List of lawyer(s) who are interested in Adoption.

Lawyer Name	Interest Level
	Moderately
	Extremely
	Moderately
	Moderately
	Moderately
	Extremely

1. The first thing I noticed when I stepped out of the car was the smell of fresh air. It was a relief after being stuck in traffic for hours.